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APR 28 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Reorganization of the Organization and Methods Service

REFERENCE: (Attached as Tabs)

Tab A - Memorandum, and attachment, from the AD (Personnel) to the DD/A, subject as above.

Tab B - Survey Report on the Organization and Methods Service.

25X1  
1. At your request, further discussions were held with the Comptroller concerning the original proposal for the establishment of 3 Assistant Management Officers submitted by the Chief, O&M Service, under date of 2 March 1953 (attachment to TAB A). The functional statements as originally proposed by the O&M Service have been modified personally by the Comptroller to reflect the Comptroller's line responsibility over the O&M function consistent with [redacted]

2. During the recent discussions the Comptroller indicated that while the original submission of the Chief, O&M Service, was not clear on the point, he (the Comptroller) wishes to have considered at a later date the establishment of a position of Special Assistant for Management Planning. A recent management survey of the O&M Service (TAB B) indicated the need for the eventual establishment of such a position to undertake the over-all planning responsibilities of the O&M programs, since the Chief, O&M Service, must spend a major portion of his time on over-all administration, staff supervision and inter-agency and inter-departmental committee assignments. It was agreed that at such time as the Comptroller may wish to submit a formal request, this Office would consider the proposal.


3. It is again recommended that the three "Assistant Management Officer" positions, GS-15, be approved on the basis of their anticipated individual responsibilities for the prosecution of

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management programs within the respective Directorates of the Agency, with the qualification that the positions be individually reviewed in approximately six months time. As indicated in our original memorandum, the position of Deputy Chief, O&M Service, GS-15 and two positions of O&M Examiners, GS-14 will be eliminated from the current T/O to provide the required spaces. No change in ceiling is involved.

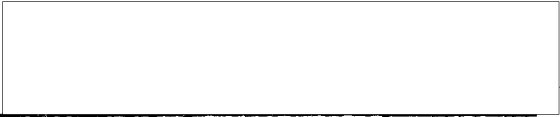
  
W. H. H. MORRIS, JR.  
Assistant Director (Personnel)

25X1

2 Attachments  
As stated

Action by Approving Authority

Date 7 May 53  
Approved (~~Disapproved~~),  
Exceptions, if any

  
Assistant Deputy Director  
(Administration)

FOIAB3B

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachments missing

OFFICE OR STAFF COMPTROLLER		OFFICE CODE M	<del>CONFIDENTIAL</del> SECURITY INFORMATION		APPROVAL DATE 7 May 1953	CONTROL NO. 62	Page of Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)	
<u>ORGANIZATION AND METHODS SERVICE</u>			<u>ORGANIZATION AND METHODS SERVICE</u>					
Org and Meth Exam	GS-303 15	202	Asst Management Of	GS-303 15	299			
Org and Meth Exam	GS-303 14	204.01	Asst Management Of	GS-303 15	300			
Org and Meth Exam	GS-303 14	204.02	Asst Management Of	GS-303 15	301			
<p><b>NOTE:</b> Position M 299 has been established as Asst. Management Of for the DD/A Area; M 300 for DD/I Area; and M 301 for DD/P Area.</p> <p>In accordance with request from Chief/O&amp;M Service, 2 March 1953; verbal concurrence from Comptroller, 26 March 1953; approved by ADD/A, 7 May 1953.</p>								
25X9 No change in T/O strength or ceiling.						25X1		
NEW OFFICE TOTALS			APPROVAL					
Office total			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.					
Office ceiling			<del>CONFIDENTIAL</del> SECURITY INFORMATION Chief, Class. & Wage Div. TITLE					
FORM NO. 30-25 SEP 1952			T/O CHANGE AUTHORIZATION MAY 15 1953					